

31D APPLICATION CHECKLIST
(Guideline for applicants)

_____ Application cover memorandum with chain of command endorsements

_____ Waiver requests, if applicable (memorandum format)

_____ Statement of Interview (provided by sponsoring CID office)

_____ Photo (DA style civilian business attire)

_____ Autobiography (handwritten & signed by applicant then witnessed by CID agent)

_____ List of service schools (memorandum format)

_____ DA Forms 2A/2-1 or ERB (**up to date** & current within 6 months)

_____ PT scorecard and/or body fat worksheet, if applicable (current, within 6 months)

_____ TABE test results (ALL 4 categories all grades must be a minimum of 11)

_____ College transcripts (60 SH minimum, less than 60 w/waiver request memo format)

_____ OMPF/NCOERs, if applicable (microfiche requested by ACC office)

_____ Copy of driver's licenses (current)

_____ DA Form 4254-R (correctly filled out and signed by Medical Professional)

_____ Applicant Background Questionnaire (w/explanations if necessary)

_____ Applicant Financial Questionnaire (w/explanations if necessary)

_____ Disclosure Form **and** _____ Authorization for Release of Information

_____ Realities of the Investigative Profession Statement (reviewed with DET SGT & signed)

_____ Credit Report (current within 6 months)

_____ Letters of recommendation/commendation (2/3) & any other material deemed appropriate

_____ Branch release approval (requested by ACC office)

_____ SSBI report (copy of SF 86 submitted for clearance regardless of clearance currently held by applicant)